

Job Title EFL Teacher
Project King Saud University, Riyadh
Reports to Academic Supervisors
Works with EFL Trainers

Main Duties & Responsibilities

- To teach up to 25 hours per week and provide cover when necessary
- Preparation of lessons
- Marking of homework, project work and classwork
- Development of supplementary materials to support the core syllabi and other courses
- Attendance at staff meetings and workshops arranged by senior staff
- To participate fully in the professional development programme
- Play a full and active part in the life of the university

Assessment

- To assist with the preparation, administration and marking of placement tests
- To carry out regular, in class, progress and achievement tests
- Prepare students for mid and final examinations
- To administer, mark and collate all test results
- To maintain accurate records of all students' work and test results

General

- To work irregular hours on occasion
- To dress appropriately at all times
- Adhere to all statutory regulations, and King Saud University policies and procedures
- To protect at all times the confidentiality of information
- Any other duties required by the Academic Manager

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This job description is not to be regarded as exclusive or exhaustive. It provides broad guidance on the performance of your duties and does not form part of your contract terms. Like all job descriptions, it will be amended from time to time in the light of the changing needs of the University.